



ADMINISTRATIVE DIRECTIVE

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I. **PURPOSE**

To establish policies for department and employee responsibilities concerning parking at downtown City facilities.

II. **POLICY**

This administrative directive establishes specific policies governing parking at City managed downtown parking facilities. Police and Fire off-street parking facilities are excluded from the provisions of this administrative directive. ParkWise has primary responsibility for the management of City downtown parking facilities.

Employee-paid, reserved parking at or near downtown City facilities shall be provided to department directors and deputy/assistant department directors or those authorized by the City Manager.

All City employees and City-marked vehicles are required to comply with posted parking regulations at all times and this administrative directive.

To increase the availability of public parking near downtown City facilities, downtown City employees should not park their personal vehicles in metered spaces during working hours. No department may provide free or reduced-cost parking to any of its employees at a downtown City facility outside of the policies established in this administrative directive.

The City assumes no liability or responsibility for any theft of personal property, vehicles, or damage to any vehicle while parked in any City managed facility.

III. **DEFINITIONS**

- A. **Bicycle Lockers** - Bicycle storage provided upon request to all downtown employees when there is space available at City Hall, the County/City Public Works Building, and the Water Building for \$1 fee per pay period.
- B. **Cash Key** - Keys containing a computerized chip, programmed with a pre-paid value that may be utilized in any City of Tucson parking meter displaying a ParkWise sticker instead of coins.
- C. **City Managed Off-Street Parking Areas** - City owned and/or leased land used for monthly and hourly parking listed below and any parking facilities added for exclusive or partial use by City approved users:
1. Catalina Surface Lot
419 W. Congress Street
 2. La Entrada Garage
310 W. Alameda Street



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| 3. City Hall Lot - 255 E. Alameda St.
with Pennington Street access | 4. Main Library Garage
101 N. Stone Avenue |
| 5. City/State Garage
498 W. Congress Street | 6. Pennington Street Garage
110 E. Pennington Street |
| 7. Paseo Redondo Lot
300 W. Paseo Redondo | 8. Greyhound Lot
2 S. 4 th Avenue |
| 9. Franklin Surface Lot
50 W. Franklin Street | |

- D. Downtown City Facilities** - City buildings and offices in the downtown area listed below and any buildings added for exclusive or partial use by the City:

City Hall
Main Library
ParkWise Offices
Armory Park
Information Technology Building
Tucson Convention Center

La Entrada Water Building
County/City Public Works Building
Pioneer Plaza
City Court
Depot Plaza

- E. Hourly Parking** - Parking provided on an hourly or smaller incremental basis on the street in designated loading zones and at paid parking meters and in certain off-street parking facilities where separate charges are assessed each time the vehicle enters or exits the facility or parking space(s).
- F. Monthly Parking** - Paid parking provided in off-street facilities on a monthly basis Monday through Friday 6 a.m. - 6 p.m. that includes unlimited in and out privileges and, under limited circumstances, may include overnight and/or weekend parking.
- G. Parking Permit** - Permit issued by ParkWise authorizing monthly parking in a designated space or lot.
- H. Parking Meters** - Meters operated by coins, pay by space, currency, credit card/smart cards, cell phones or cash keys that are in rights of way for temporary parking in the university and downtown areas.
- I. Reserved Parking** - Employee paid parking spaces in City lots or facilities reserved for exclusive use by individuals or City vehicles as indicated by signs and generally limited to department directors, deputy/assistant department directors, or as authorized by the City Manager.



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IV. OFF-STREET HOURLY PARKING

- A. Off-street hourly parking is available at the Main Library Garage, the Pennington Street Garage, the City/State Garage and the Depot Plaza Garage.
- B. City departments may provide validated hourly parking at these facilities, as well as the City-County Public Works Garage and El Presidio Garage.
- C. All drivers of vehicles exiting these facilities, either City or private, must have an authorized validation stamp or pay with cash. Receipts are issued upon request.

V. ON-STREET HOURLY PARKING

- A. City employees may pay and park City and private vehicles at parking meters up to the time limit on the meter. Successive meter feeding by employees is prohibited.
- B. Departments may purchase cash keys in \$25 increments, up to \$100, from the ParkWise Office for employees required to perform work on a short-term basis in downtown.
- C. Designated parking meters, parking permit zones and loading zones may be taken out of service pursuant to procedures and a fee administered by ParkWise.
<http://parkwise.tucsonaz.gov>

VI. MONTHLY PARKING AT DOWNTOWN CITY FACILITIES

- A. Departments and employees contact ParkWise (791-5071), with requests for monthly parking, and/or bicycle storage lockers.
 - 1. Parking in a City-managed facility is not a right of employment and employees, who work downtown, may contract to park their vehicles with private providers.
 - 2. All vehicles assigned to park in a monthly parking lot or garage, including City vehicles, shall display a City parking permit/sticker for that facility or lot on the rear view mirror or window so that the permit is clearly visible in accordance with the Parking Rules and Regulations provided by ParkWise for the facility.
 - 3. Departments and employees shall not loan out, sublet, or transfer parking permits, access cards, or bicycle locker keys to any other individual. ParkWise has a waiting list for its parking facilities. Any abuse or violation of this requirement may result in the loss of parking privileges at City-managed parking facilities for the duration of employment.
- B. City departments requesting monthly parking at City-managed downtown parking facilities must provide an account number in writing to be billed by ParkWise quarterly for the parking space. If space is unavailable, the department's request will be placed on a waiting list; ParkWise may offer the requesting department a space in an available alternative facility until a space is available at the desired facility.



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1. City departments may cancel their monthly parking at anytime by notifying ParkWise and returning the access card or key. ParkWise will pro-rate charges on a monthly basis. Any adjustments due to a cancellation shall be reflected during the requesting department's next quarterly billing cycle. Failure to notify ParkWise will result in no reimbursement.
 2. City departments will be notified of employees utilizing City vehicles who do not comply with the rules and regulations of the parking facility and will be expected to take appropriate corrective action. Failure of departments to address improper use of City vehicles within a downtown parking facility may result in the City vehicle being ejected from the facility.
- C.** Assignment of employee disabled parking spaces may be made on an as needed, as available, basis. In most circumstances, the employee will not be assigned a specific or reserved parking space. Standard parking charges will apply. ParkWise has open designated disabled parking spaces in compliance with the Americans with Disabilities Act at all of its facilities. There will be an annual review of those employees eligible to receive disabled parking. All records pertaining to parking accommodations are confidential.
1. Disabled parking spaces are limited to an employee meeting State of Arizona criteria for obtaining a disabled license plate or placard.
 2. The employee must have a completed, signed, and approved State Motor Vehicle Division application for disabled parking.
 - a. Employees with Permanent Disabilities – Reserved parking may be available to employees with permanent disabilities, who meet the following criteria:

An employee requesting a “reserved” parking space must contact the Human Resources Department and request reasonable accommodation as provided for by the Americans with Disabilities Act. If reasonable accommodation is approved, the Human Resources Department will notify ParkWise. ParkWise will notify the employee if and when the space is available and its location. Not all City facilities have adjacent parking.
 - b. Employees with Temporary Disabilities - A short term duration parking space up to six months may be granted, if space is available, to employees with temporary disabilities, who provide a signed letter from the employee's physician indicating the nature of the disability and the anticipated recovery time.



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- D. City employees, who work in downtown Tucson, may use City-managed parking spaces and bicycle lockers in accordance with ParkWise requirements and the rules and regulations specific to the facility in which they park. If space is unavailable, the employee will be placed on a waiting list and notified as soon as a facility has one available.
1. Rules are provided when ParkWise issues a parking permit, access card and/or a key.
 2. ParkWise reserves the right to relocate monthly parking clients to a similar City-managed parking facility when necessary for temporary purposes or permanently when a surface lot undergoes redevelopment.
 3. Payment for City employee parking is processed by pre-tax payroll deduction. When receiving a parking permit and/or access card, the requesting employee must fill out and sign a payroll deduction card, which ParkWise forwards to the Finance Department's Payroll Section, to begin the deduction.
 4. Employees no longer wanting to park in a City-managed surface lot or garage must return their parking access card/permit to ParkWise. At that time a payroll deduction cancellation form will be completed and forwarded to the Payroll Section. Failure to return the access card/permit will cause the payroll deduction to continue. No refund will be provided for failure to follow this procedure.
 5. Employees are responsible for their parking permits, access cards and bicycle storage locker keys. Damaged or broken permits, cards or keys, will be replaced free of charge. In case of theft, loss, or damage of permits, access card, or keys, ParkWise must be notified. There is a replacement fee, but if the permit, card, or key is found within 30 days after the loss is reported, the replacement fee will be reimbursed upon return of the replacement item. There will be no reimbursement if a missing parking facility access item is found after the 30-day loss report has been filed.

VII. ENFORCEMENT

- A. ParkWise Security and Parking Services Agents patrol the City-managed parking facilities throughout the day, and issue warnings and/or citations for vehicles not displaying the proper permit, for not parking in designated areas, for parking improperly, for parking in spaces reserved for others, and for parking in a way that creates a hazard or is not in compliance with posted signs. Parking privileges may be canceled after three warnings or citations.
- B. Decisions to terminate monthly parking privileges are the responsibility of the ParkWise staff. An appeal of a decision to terminate parking privileges may be made



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in writing to the ParkWise Commission prior to its next regularly scheduled meeting. The ParkWise Commission will consider the appeal without taking oral testimony. Any decision by the ParkWise Commission regarding an appeal of termination is final and binding.

VIII. PARKING VALIDATION

- A.** Each department that uses validated hourly parking shall set aside sufficient funds in its operating budget to pay for hourly parking validation. City departments may validate parking for individuals other than City employees who visit the department or attend department meetings. This temporary hourly parking validation is not available for persons doing business at downtown City facilities such as individuals obtaining plans or permits, buying bus passes, or paying bills.
- B.** It is the responsibility of each department to monitor and regulate its temporary hourly parking validation programs. Upon request, ParkWise will allow authorized department representatives to review their validated parking receipts, which are kept on file in the ParkWise office.
- C.** The administrator of each office with a validation stamp for the County-City Public Works Garage, the Main Library Garage, City/State Garage, and El Presidio Garage shall submit a copy of the authorized stamp and the names, positions, and signatures of employees authorized to validate temporary hourly parking. Any subsequent deletions or additions of names to the list of employees authorized to validate temporary hourly parking must be reported to ParkWise immediately. The administrator of each office with a temporary hourly parking validation stamp shall ensure that the use of validated parking complies with the policies and procedures in this directive.
- D.** The employee charged with validating temporary hourly parking shall place the department stamp on the reverse side of the ticket and, in the space provided, date and sign as the authorized department representative. The visitor must present the validated parking ticket to the attendant or, in the case of the Pennington Garage, run it through the automated parking validation machine, when exiting the City-managed parking facility.
- E.** Employees shall not validate their own parking except that General Services Department employees on City business in the downtown area are authorized to validate their own tickets by writing "General Services" on the back of the ticket along with their signature and employee number.
- F.** City employees from other locations visiting City Hall on official business for short periods of time may park in the City Hall south lot in reserved spaces designated "CITY VEHICLE OR PERMIT" IN EITHER A MARKED City vehicle or a private vehicle with a valid permit. Departments may obtain one or more City Hall "visitor" parking



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permits from ParkWise and must ensure that such permits are used only for limited duration official business at City Hall. If a City employee with a "visitor" permit finds all of the designated City Hall parking spaces occupied, the employee may park in El Presidio Garage and obtain validation. The employee must present the "visitor" permit when requesting temporary hourly parking validation.

- G. Employees required to attend evening Mayor and Council meetings may park in El Presidio Garage and obtain temporary hourly parking validation from the City Clerk Council Reporter. El Presidio Garage closes at 11:00 p.m. or 30 minutes after the end of the Mayor and Council meeting, whichever is later. The City Clerk Council Reporter will inform the garage attendant when the Mayor and Council meeting will end.
- H. Police officers attending City Court may park in several locations around the City Court building located at 102 E. Alameda. Marked or unmarked police vehicles may park on Council Street just north of City Courts in the designated Police Department parking zones or at the Pennington Street Garage. Off-duty police officers attending City Court in their personal vehicles may park in the ParkWise designated metered spaces immediately surrounding City Court. A Tucson Police Department placard (issued by ParkWise) identifying the operator of the vehicle as a police officer, must be placed on the dashboard on the driver side of the vehicle. If an identification card is not properly displayed so it can be readily seen, a citation may be issued.
- I. Other parties that may be eligible for the City's temporary hourly parking validation process include persons conducting City sponsored activities, i.e. staff training, blood drives, review panels or oral boards, or volunteers assigned to downtown City departments.
- J. Individuals appointed to boards, committees, and commissions (members) may also receive temporary hourly parking validation when engaged in activities related to their appointments. If appointment activities are expected to cause members to use temporary hourly parking validation more than four times per month, the City Clerk's Office should contact ParkWise to arrange alternate parking for these members.

IX. MANAGEMENT OF CITY PARKING FACILITIES

ParkWise is assigned responsibility to manage all City-owned parking facilities and lots in the downtown area.

ParkWise shall:

- Ensure the appropriate operation, maintenance, and signage of City parking facilities;
- Develop, administer, and manage maintenance, security, and other related use contracts, and leases for parking spaces;
- Issue parking permits, access cards, and bicycle locker keys to City departments, City employees and others who contract to park;



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- Sell and add value to cash keys up to \$100 maximum; a refundable cash deposit of \$20 is due at the time of request.
- Manage hourly/monthly parking validation programs for several government facilities in the Central Business District at El Presidio Garage, the Main Library Garage, the County/City Public Works Garage, the City/State Garage, Depot Plaza Garage, and the Pennington Street Garage.
- Monitor compliance with parking validation policies and procedures;
- Identify City parking-related needs and problems, and recommend new parking programs as needed;
- Develop new parking facilities in the downtown area; and
- Recommend adjustments in parking rates and fees and establish travel reduction programs and incentives as needed or directed by the ParkWise Commission.

Appendices

A – Current Schedule of Rates

B – Downtown Parking Map

References


ParkWise web site: <http://parkwise.tucsonaz.gov>

Downtown Parking Map: <http://parkwise.tucsonaz.gov>


Review Responsibility and Frequency

The City Manager will review this directive annually, or as necessary.

Authorized



City Manager



Date